

How to Map a Network Drive



This guide explains how to map a network drive or share on a Loyola file server.



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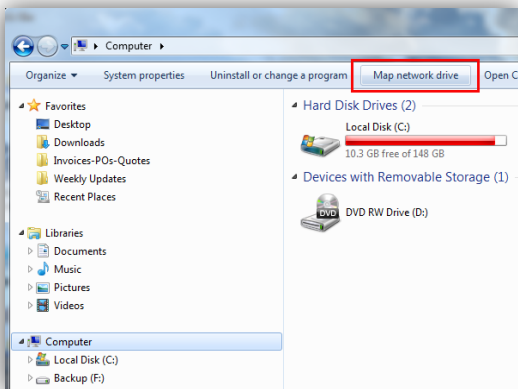
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With the move to Windows 7, instructions for mapping network drives have changed. The new instructions are provided below. Please note: This guide is for Loyola staff and faculty only, and assumes you have an active UVID and password.

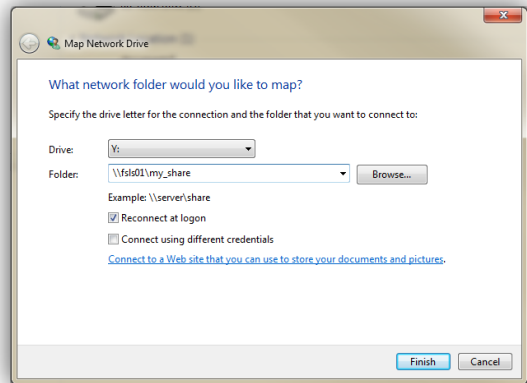
1. From the computer where you would like the mapped drive to appear, click the **Start Menu** and click **Computer**.



2. When Windows Explorer opens, click **Map network drive** along the top.



3. In the Map Network Drive dialog box, make the following selections:



- **Drive:** Choose a letter for the drive; this can be anything not already in use.
 - **Folder:**
LSC - Use [\\fsls01\ShareName](#)
WTC - Use [\\fswt01\ShareName](#)
Law School - Use [\\lawwt01\ShareName](#)
ShareName will typically be your department name (e.g., ITS, HR, CAS). *ShareName* can also be your username if you are mapping to your private drive or the "U" drive.
 - **Reconnect at logon:** Check this if you would like this drive to remain mapped on the computer.
4. Click **Finish** when done.
 5. Click **OK** and the network drive will open.

If you require additional assistance or have any questions, please contact the Help Desk at (773) 508-41TS (773/508-4487) or helpdesk@luc.edu.